

**FAIRFAX FALLS-CHURCH COMMUNITY SERVICES BOARD
COMPLIANCE COMMITTEE VIRTUAL MEETING MINUTES
SEPTEMBER 15, 2021**

The Compliance Committee of the Fairfax-Falls Church Community Services Board met electronically due to the COVID-19 pandemic that has made it unsafe to physically assemble a quorum in one location or to have the public present. Access was made available via video and web conferencing platform to CSB Board members, CSB staff, and members of the public. The meeting notice, including participation instructions, was posted electronically and on the building in which the meeting is typically held. Additionally, attendees were offered an opportunity to register for public comment during the 30 minutes prior to the meeting being called to order.

1. Meeting Called to Order

Board Chair Garrett McGuire called the meeting to order at 4:01 p.m.

2. Roll Call, Audibility, and Preliminary Motions

PRESENT: **BOARD MEMBERS:** GARRETT MCGUIRE (ALEXANDRIA, VA), BOARD CHAIR;
BETTINA LAWTON (VIENNA, VA); DAN SHERRANGE (CHANTILLY, VA); ANNE
WHIPPLE (GREAT FALLS, VA)

ABSENT: **BOARD MEMBERS:** JENNIFER ADELI; CAPTAIN DEREK DEGEARE

Also present: Deputy Director of Clinical Operations Lyn Tomlinson, Deputy Director of Administrative Operations Daniel Herr, and Board Clerk Joseline Cadima.

Board Chair Garrett McGuire conducted roll call, as identified above, to confirm that a quorum of Board members was present and audible. Board Chair McGuire passed the virtual gavel to Board Vice Chair Dan Sherrange to make several motions required to begin the meeting. A motion was offered confirming that each member's voice was audible to each other member of the CSB Board present; this motion was seconded by Board Member Anne Whipple and passed unanimously.

Preliminary Motions

Board Chair McGuire made a motion that the State of Emergency caused by the COVID-19 pandemic makes it unsafe for the CSB Board to physically assemble and unsafe for the public to physically attend any such meeting, and that as such, FOIA's usual procedures, which require the physical assembly of this CSB Board and the physical presence of the public, cannot be implemented safely or practically. A further motion was made that this Board may conduct this meeting electronically through a video and web conferencing platform, that may be accessed via Meeting ID: 870 4735 3445 and Passcode: 923207. Motions were seconded by Board Member Dan Sherrange and unanimously approved. Board Chair McGuire made a final motion that all the matters addressed on today's agenda are statutorily required or necessary to continue operations and the discharge of the CSB Board's lawful purposes, duties, and responsibilities. The motion was seconded by Board Member Dan Sherrange and unanimously passed.

3. **Matters of the Public.**

None were presented.

4. **Amendments to the Meeting Agenda**

The meeting agenda was provided for review, no amendments were made.

CONSENSUS TO ADOPT AGENDA ITEM NO. 4

AYES: BOARD MEMBERS: GARRETT MCGUIRE (ALEXANDRIA, VA), BOARD CHAIR; BETTINA LAWTON (VIENNA, VA); DAN SHERRANGE (CHANTILLY, VA); ANNE WHIPPLE (GREAT FALLS, VA)

NOES: BOARD MEMBERS: NONE

ABSTAIN: BOARD MEMBERS: NONE

ABSENT: BOARD MEMBERS: JENNIFER ADELI, CAPTAIN DEREK DEGEARE

5. **Approval of Minutes**

Meeting minutes of the August 18, 2021, Compliance Committee were provided for review.

MOVED BY BOARD MEMBER BETTINA LAWTON, SECONDED BY VICE CHAIR DAN SHERRANGE TO APPROVE AGENDA ITEM NO. 5

AYES: BOARD MEMBERS: GARRETT MCGUIRE (ALEXANDRIA, VA), BOARD CHAIR; BETTINA LAWTON (VIENNA, VA); DAN SHERRANGE (CHANTILLY, VA)

NOES: BOARD MEMBERS: NONE

ABSTAIN: BOARD MEMBERS: ANNE WHIPPLE (GREAT FALLS, VA)*

ABSENT: BOARD MEMBERS: JENNIFER ADELI; CAPTAIN DEREK DEGEARE

*Board Member Anne Whipple abstained from the approval of Minutes, she noted she was absent for the August 18, 2021, meeting.

6. **Follow up items**

Deputy Director of Administrative Operations Daniel Herr reported on the progress of the recruitment for the Quality Improvement Director position and noted that five candidates will be interviewed in the next week and half, and mentioned that the second round of interviews, as suggested by the chair, should include two Compliance Committee members.

7. **Updates**

A. ComplyTrack Reports

- Deputy Director of Administrative Operations Daniel Herr provided the Audit Action Plan Report, Corrective Action Plan Report, and the Education Report. Stated that the next Compliance Committee meeting will receive detailed information in regard to the tri-annual review of licenses completed by the Department of Behavioral Health and Development Services in which ten programs were reviewed and three general areas of focus that were noted for improvement were the annual training requirements, individualized service plans, and supported living programs.

B. Electronic Health Record Update

- Deputy Director of Administrative Operations Daniel Herr reported a continued and on-time implementation process with Welligent.

C. CSB Serious Incident (Level III) Report

- Deputy Director of Administrative Operations Daniel Herr provided the Serious Incident Report (SIR) Report for August 2021.

8. Open Discussion

Executive Director Daryl Washington noted that the Fairfax County Board of Supervisors has their independent auditors who conducted an audit of the CSB billing services, which will be presented to the Board of Supervisors next week at their monthly meeting, this report will be released to the public on Monday, September 20, 2021, and will be forwarded to the Board.

Board Chair McGuire inquired whether there any matters that required discussion in closed session, none were raised.

9. Adjournment

Board Member Bettina Lawton made the motion to adjourn the meeting at 4:44 p.m.

AYES: BOARD MEMBERS: GARRETT MCGUIRE (ALEXANDRIA, VA), BOARD CHAIR; BETTINA LAWTON (VIENNA, VA); DAN SHERRANGE (CHANTILLY, VA); ANNE WHIPPLE (GREAT FALLS, VA)

NOES: BOARD MEMBERS: NONE

ABSENT: BOARD MEMBERS: JENNIFER ADELI, CAPTAIN DEREK DEGEARE

10/20/2021

Date Approved

Joseline Cadima

Clerk to the Board